



Job Opportunity

Building Attendant (part-time)

Location: Darien Senior Center, 2 Renshaw Road, Darien, CT

Hours: Part-time, 19.5 hours/week – Monday-Friday, 11:45 a.m. to *approx.* 3:45 p.m.

Compensation: \$15.50 - \$16.50 per hour, based on experience

Closing Date: Posted Until Filled

Job Summary: Performs a full range of basic tasks in the cleaning and maintenance of the Darien Senior (Mather) Center.

Supervision Received: Receives direction from the Director of Senior Programs or other higher grade employee as assigned.

Examples of Essential Duties:

- Runs errands; brings in mail, receives freight shipments and distributes to appropriate location;
- Collects and disposes of trash;
- Does security checks of building, locks and unlocks building;
- Provides custodial presence and controls access when the building is in special use during hours in which it is closed for general business as needed;
- May assist in the café with setting tables for meals and delivering plated food to the tables;
- Performs daily clean up from meals served in the kitchen/café including, but not limited to, clearing dishes, cleaning table tops, loading dishwasher, putting away utensils and washing hands as needed;
- Performs cleaning maintenance of refrigerator, freezer and kitchen hood;
- Moves furniture, boxes, and/or sets up rooms, etc., as needed on a daily basis for programs;
- Performs cleaning and other upkeep procedures for offices, toilet rooms, stairs, hallways, work rooms, kitchen, café, storerooms and meeting rooms;
- Dusts, mops, sweeps, scrubs, and polishes floors using appropriate equipment such as floor polishers and buffers;
- Sweeps walkways; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment;
- Inspects building and meeting rooms for damage and hazards, and reports conditions to supervisor;
- May remove snow and ice from stairways and walkways around building; and
- Performs related duties as required.

Minimum Qualifications:

- High school diploma or GED;
- Will be required to obtain Food Handler Certificate within 2 months of hire (Town will pay the fee.);

- One year of experience and training which would provide the knowledge, skills and abilities listed below:
 - Some interpersonal skills;
 - Some oral and written communication skills;
 - Ability to follow oral and written instructions;
 - Ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; and
 - Some ability in simple record keeping.

Prior to appointment to this position, a drug screening test and background check are required.

Application Procedure

Applications may be emailed to kdunn@darienct.gov (Reference “Building Attendant” in the subject line and submit attachments in Word or PDF format) or mail to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following two (2) documents:

1. Cover Letter;
2. Typed Town of Darien Employment Application. The application is available on the Human Resources website (www.darienct.gov/hr).

The Town of Darien is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.

Posted: 10-01-2019